



**NEWBERG PUBLIC LIBRARY ADVISORY BOARD**

**MINUTES**

**July 21, 2016 7:00 P.M.**

- I. CALL MEETING TO ORDER** at 7:02 pm by acting chair, Crystal Garcia
- II. ROLL CALL** Members: Crystal Garcia, Kerrie Allen, Geoff Godfrey Guest: Chris Koch  
Staff: Leah M. Griffith, director
- III. CONSENT CALENDAR**
  - a. The Minutes of the June, 2016 meeting were accepted.
  - b. Statistical Reports: The June Library Use Reports were accepted.
- IV. PUBLIC COMMENTS** No public in attendance
- V. BOARD COMMENTS** Geoff reported he had attended the Mayor's Council

**IV. BUSINESS**

**Board Membership:** The deadline for applications is August 5<sup>th</sup> at 4:30 pm at the City Recorders office at City Hall. **Election of Officers:** Kerrie Allen was elected chair and Crystal Garcia was elected vice chair. Geoff Godfrey will continue to represent the board at the Mayor's Breakfast. *Kerrie took over as chair at this time.* **Library Foundation:** Will meet in September. Discussed some names for recommendation **Strategic Plan:** Workplan progress was presented. **Review of Policies:** This will be an ongoing process for the staff and board to review library policies.

**VII. REPORTS**

**Carnegie Historic Registry:** The Carnegie passed the first test and is still in process in gaining historic status. **Library Meeting Room Policy to city council:** This will go to Council at their August 1, 2016 meeting. **RFID:** Newberg will be the first CCRLS library to add RFID tags which will help with speeding up check out and check in. Training is set to start in August. **Library Board Operating Procedures:** Leah shared this orientation and process document to outline board activities and responsibilities. It will be reviewed at a later meeting and then adopted or revised.

- VIII. NEXT MEETING: August 18, 2016** Interview candidates and recommend candidate for appointments
- September 6, 2016:** Board report to City Council at work session at 6 pm

- IX. ADJOURNMENT** The Board adjourned at 8:35 pm.

Submitted: Leah Griffith, Board Secretary/ Library Director      Approved: \_\_\_\_\_